



City of Dania Beach

TREE REMOVAL/RELOCATION PERMIT APPLICATION

100 West Dania Beach Boulevard
Dania Beach, Florida 33004
(954) 924-6805, ext. 3651 or 3652

Date: _____
Permit # _____
Folio # _____
Job Value: _____

REQUEST FOR: ☐ REMOVAL ☐ RELOCATION ☐ APPLICATION REQUIRED BY A CODE COMPLIANCE CITATION

\$25.00 (residential) \$150.00 (commercial) application fee due at time of submittal. \$25.00 (residential) \$150.00 (commercial) for each tree removed or relocated may be due upon permit issuance. Please make checks payable to City of Dania Beach.

1. **OWNER'S NAME AND ADDRESS:**

Name _____
Address _____ City _____ State _____ Zip _____
Phone () _____ Fax () _____ Email _____

2. **CONTRATOR'S NAME AND ADDRESS: (NOT REQUIRED FOR SIGLE FAMILY OR DUPLEX)**

Name _____
Address _____ City _____ State _____ Zip _____
Phone () _____ Fax () _____ Email _____

3. **PROPERTY LOCATION WHERE PROPOSED ACTIVITY EXISTS OR WILL TAKE PLACE:**

Address or Descriptive Location: _____
Parcel/Folio Number _____ Subdivision Name _____
Land Use _____ Zoning _____ Property Platted? _____

4. **PRESENT USE OF SUBJECT PROPERTY:** _____

5. **PROPOSED USE OF SUBJECT PROPERTY:** _____

6. **DESCRIPTION OF PROJECT:**

Total number of trees proposed to be removed and location: _____

Total number of trees proposed to be relocated and location: _____

Please attach a detailed list describing species and diameter breast height for each tree proposed to be removed or relocated (Required for removals/relocations of more than two trees).

7. **PROPOSED COMMENCEMENT DATE:** _____ **COMPLETION DATE:** _____

8. **ATTACH ANY ADDITIONAL REMARKS ON A SEPARATE SHEET.**

A. Attach map/aerial showing size and location of the site.

B. Attach certified tree survey (required for removal/relocation of six or more trees) and site plan designating trees to be preserved, relocated or removed.

9. **AFFIDAVIT OF OWNERSHIP OR CONTROL OF THE PROPERTY FROM WHICH THE PROPOSED TREE REMOVAL IS TO BE UNDERTAKEN:**

I CERTIFY THAT (please check the appropriate space):

- ☐ I am the fee simple title owner of the subject property.
- ☐ I am a lessee, optionee, contract purchaser, or agent of the owner of the property (attach certified owner authorization for the proposed work and lease option to purchase or sale contract).
- ☐ I am the record easement owner of the subject property and the proposed tree removal is consistent with the use granted by the easement and showing the location of the easement).
- ☐ I authorize the agent listed in Item #10 below to negotiate modifications or revisions when necessary, and accept or assent to any stipulations on my behalf.

Print Name of Owner

Signature of Owner

Date

10. AFFIDAVIT OF AGENT:

- A) I understand I may have to provide additional information/data that may be necessary to show that the proposed project will comply with Article II titled Tree Preservation, of the City of Dania Code of Ordinances.
- B) In addition, I agree to provide entry to the project site for inspectors with proper identification for the purpose of reviewing the site as covered by the scope of Article II titled Tree Preservation.
- C) Further, I hereby acknowledge the obligation and responsibility for obtaining all of the required State, Federal, or County permits before commencement of construction activities.

I hereby certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief, such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Print Name of Applicant

Signature of Applicant

Date

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20 _____, by _____, who is personally known to me or who produced _____ as identification, and who did (or did not) take an Oath.

My Commission Expires: _____

Notary Public

FOR OFFICE USE ONLY

Fees _____

Explanation of fees:

Approval(s):

Dissapproval(s):

Comments or conditions:

Application Approved By: _____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT

DATE RECEIVED: _____

NOTES: If you are not contacted by the City or its representatives within 14 days of the date stamped above, please be advised that the permit is approved and you may remove the tree. The City or its representatives may inspect the tree in question prior within 14 days and may inform you that additional information is required prior to approval of the permit.

Each tree removed must be replaced with an equivalent tree (will grow to be the same size), and is at least 12 feet tall at the time of planting. Please call Michael McCoy or Claudia Alzate at 954-643-0423 or 305-235-5098 to provide notice of compliance with the tree replacement requirement, or to obtain instructions and amount for payment into the Tree Fund in lieu of planting. Please call these numbers for technical questions as well. Email confirmations that your tree replacement has been inspected and your permit been closed are available upon request.

INSTRUCTIONS FOR THE CITY OF DANIA BEACH TREE REMOVAL LICENSE APPLICATION:

A Tree Removal License is required for the removal of trees on all properties within the City.

The City of Dania Beach regulates trees (including large shrubs) with a trunk a minimum of 2.5 inches in diameter (at chest level) and 10 feet tall.

To apply for a Tree Removal License, the items in the list below must be submitted. In addition, City staff may require further information should it be deemed necessary or appropriate to complete their review.

- Complete and notarized City of Dania Beach Tree Removal License Application, directions to the property, and a site plan showing buildings, pavement and trees proposed for removal or relocation. For removal or relocation of six or more trees, trees must be located by a Florida Licensed Professional Land Surveyor or by using sub-meter global positioning system (GPS) equipment.
- A non-refundable \$150.00 application fee (required for each application).
- A \$25 per tree additional fee. This fee is required for each tree proposed for removal or relocation with the following exceptions: exotic/ invasive trees or dead trees. A list of exotic/invasive species is provided by the Florida Exotic Pest Plant Council at: <http://www.fleppc.org>.
- Total area of the canopy, in square feet, for trees you are proposing to remove. An arborist can help you determine the tree canopy, or the City Arborist will provide this measurement if you do not provide it in your application. On-site plantings, off-site plantings or fee-in lieu payment (2.7 times the cost of required plantings) will be required to replace the lost canopy.
- The locations and species of trees you are proposing to plant to replace the canopy of trees you are proposing to remove. A list of recommended species is included on page 2 of these instructions, along with the square feet of canopy credit you will receive for planting them. If you do not provide species and/or locations of replacement trees, the City Arborist will provide recommended species and planting locations when the License is issued.
- The value of specimen trees proposed for removal. Removal of specimen trees requires a fee based on the tree's value, in addition to canopy replacement requirements. The criteria for determining if a tree is a specimen is provided on page 2. An arborist can determine the value of specimen trees, or the City Arborist will provide a value if you do not propose one in your application.

Tree Removal Licenses are typically evaluated within one week of receipt of the application. If the application meets the requirements of the City's Code, the License will be approved once the fee is paid. If additional information or changes to proposed activities are required, the City Arborist will provide the Applicant/Applicant's Authorized Agent with comments to be addressed prior to issuance of the License.

Tips for Getting Your Application Processed Quickly and Avoiding Common Mistakes

- Include the Applicant or Applicant's Agent's email address to receive comments by email.
- If the person who is managing the property is not the property owner (this includes property managers for homeowner associations and residential renters), the property owner must sign the application and may then identify the property manager as the Applicant's agent.
- State why you want to remove or relocate the trees. This will help in the review and will assist the City Arborist in recommending replacement trees.
- Use an International Society of Arboriculture (ISA) Certified Arborist whenever possible, especially for projects involving six trees or more, or any specimen trees. For a listing of Certified Arborists in the area, visit <http://www.treesaregood.com>.
- Questions? Call the City at 954-924-6805, extension 3651 or 3652, or email the City Arborist at: mmccoy@metriceng.com

Specimen Tree Criteria

The following are considered by the City to be Specimen Trees

Species	Diameter	Species	Diameter	Species	Diameter
Live Oak	≥ 12 inches	Laurel Oak	≥ 12 inches	Other hardwoods/conifers	≥ 18 inches
Royal Palm	≥ 10 inches	Canary Island Date Palm	≥ 10 inches	Other Palms	≥ 18 inches

The value of specimen trees should be provided using the most recent version of the Guide for Plant Appraisal, published by the ISA. Dead and hazardous trees will have a value of \$0. Payment for removal of specimen trees is required in addition to planting/paying for canopy replacement trees.

Replacement Trees

A Tree Removal License will require the licensee to replace the entire removed canopy, as measured in square feet, with new trees. Replacement trees are given a canopy area value in square feet based on the species' typical canopy size. Even dead or invasive trees have a canopy area that must be replaced.

Replacement Category	Canopy Credit (square feet)	Replacement Category	Canopy Credit (square feet)
Category 1	300	Category 3	100
Category 2	150	Category 4	50

If you cannot replace trees on-site, off-site planting or equivalent fee in lieu payment must be made.

Recommended Trees & Palms: For more recommendations, consult an ISA Certified Arborist or the City Arborist. All trees must be a minimum of 12 feet tall at the time of planting.

Category 1

Gumbo limbo	(<i>Bursera simaruba</i>)
Mahogany	(<i>Swietenia mahogoni</i>)
Indian tamarind	(<i>Tamarindus indica</i>)
Live oak	(<i>Quercus virginiana</i>)
Paradise tree	(<i>Simarouba glauca</i>)
Red maple	(<i>Acer rubrum</i>)
Pitch apple	(<i>Clusia rosea</i>)
Golden rain tree	(<i>Cassia fistula</i>)

Category 2

Buttonwood	(<i>Conocarpus erectus</i>)
Dahoon holly	(<i>Ilex cassine</i>)
Jamaica dogwood	(<i>Piscidia piscipula</i>)
Lancewood	(<i>Nectandra coriacea</i>)
Persimmon	(<i>Diospyros virginiana</i>)
Pigeon plum	(<i>Coccoloba diversifolia</i>)
Pink trumpet tree	(<i>Tabebuia heterophylla</i>)
Sweet bay	(<i>Magnolia virginiana</i>)
Wild tamarind	(<i>Lysiloma latisiliquum</i>)

Category 3

Black ironwood	(<i>Krugiodendron ferreum</i>)
Cabbage palm	(<i>Sabal palmetto</i>)
Coconut palm	(<i>Cocos nucifera</i>)
Geiger tree	(<i>Cordia sebestena</i>)
Red stopper	(<i>Eugenia confusa</i>)
Wax myrtle	(<i>Myrica cerifera</i>)
White geiger	(<i>Cordia boissieri</i>)

Category 4

Florida silver palm	(<i>Coccothrinax argentata</i>)
Florida thatch palm	(<i>Thrinax radiata</i>)
Paurotis palm	(<i>Acoelorrhaphe wrightii</i>)
Bottle palm	(<i>Hyophorbe lagenicaulis</i>)
Date palm	(<i>Phoenix dactylifera</i>)

Calculating your License Fee:

\$150 (application fee)

+\$25 (per tree)

+Fee in-lieu payment for replacement trees that cannot be provided (= replacement tree price x 2.7)

+Value of specimen trees removed. (The cost of trees used to replace the canopy of specimen trees may be removed from the specimen tree value).